

BERKELEY STAFF ASSEMBLY NEWSLETTER

University of California, Berkeley
Spring 2004

Campus News FOR Staff BY Staff
<http://bsa.berkeley.edu>

CUCSA Delegation Comes to Berkeley

By Nancy Horton

In early September, the Berkeley campus will partner with the Lawrence Berkeley National Laboratory to host a quarterly meeting of CUCSA—the Council of University of California Staff Assemblies. Each of the ten UC campuses—including the under-construction UC Merced—sends two delegates to CUCSA, along with two delegates each from the three UC-run labs and the Office of the President. Delegates come from each campus or lab's local staff assembly. Delegates from UC Berkeley's Berkeley Staff Assembly for 2003-2004 are **Nancy Horton**, a fundraiser in the College of Chemistry and **Diane Ottaviano**, Business Manager for the Graduate Division.

CUCSA's purpose is to support the mission of the University of California by maintaining and enhancing communication within the UC community on matters of interest to staff. This purpose is achieved by providing a forum where University staff may discuss university-related issues of mutual interest, providing a staff perspective to administration and the board of regents, and fostering respect, communication and collaboration among the UC community.

Probably the most important issue that CUCSA is studying is the feasibility of a staff Regent. This matter is being given consideration at the Office of the President, and CUCSA has been tapped to provide ideas.

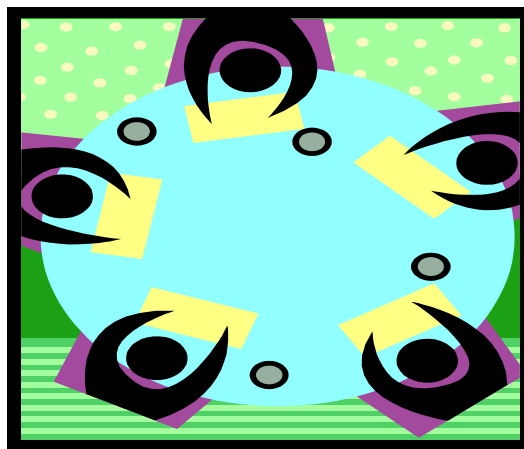
Last year, CUCSA committees worked on such diverse projects as an educational fee waiver for children of faculty and staff, studying improved partnerships between faculty and staff and campus best practices for electronic communication. Reports on those committee findings are located on the CUCSA website

<http://www.ucop.edu/cucsa/>

The 2003-2004 council formed the following new workgroups: Performance Management Initiative, Staff Housing best practices, Diversity, and Mentoring. Communication and Web, Faculty/Staff Partnership, and Policy and Procedures are standing committees that continue to meet in 2003-2004. CUCSA officers this year include **David Bell**, UCSF, Chair; **David Miller**, UCLA, Chair-Elect and **Patty Arnett**, UCSD, Secretary.

On the evening of September 1, 2004, CUCSA delegates will gather at the Hotel Durant for an opening reception, and hold all-day meetings on the Berkeley campus on September 2. The September 3 meetings will be held at the Lawrence Berkeley National Lab.

It is traditional for the hosting campuses' Chancellor—or lab's Director—to meet with CUCSA delegates. Interestingly, in September both Berkeley's Chancellor and the lab's Director will be brand-new. Meetings with Regents, Office of the President staff and committee work take up most of a typical CUCSA meeting, but hosting campuses and labs also have an opportunity to make presentations that highlight best practices. Working with Horton and Ottaviano on preparations for the meeting are **Linda Rutkowski** and **Bill Johansen** of LBNL.



BSA Selects Officers

It's official! BSA's officers for the coming year are:

Co-Coordinators: Kim Guilfoyle, Clark Lemaux
Co-Coordinators Elect: Jessea Greenman, Annette Lewis
Treasurer: Glenda Smith
Secretary: Christine Rutkowski
Senior CUCSA Delegate: Diane Ottaviano
Junior CUCSA Delegate: Terry Downs

Elder Care Program Valuable Resource for UCB Staff

By Janet Dawson

It happens to most of us. Gradually, over a period of years. Or suddenly, in the blink of an eye. A parent, partner or relative who was vital and active slows down, becomes physically fragile, mentally forgetful.

My parents have turned into little old people. Since they live in a different state, I am becoming well acquainted with the term long-distance caregiving.

It's a strange feeling, parenting a parent. A person who once dispensed advice and encouragement now needs support. No longer on the receiving end, the adult child of aging parents advises Mom on finances, reminds Dad about appointments, hopes both parents can live at home as long as possible, checks out nursing homes or assisted living facilities just in case they can't—and worries about if, when and how to take away the car keys.

Many UC Berkeley staff members have parents or other relatives who are elders. We spend time and money, as well as emotional and physical energy, caring for aging family members. The end result can be a strain on the pocketbook—as well as a double dose of stress and anxiety

Fortunately those of us who work at UC Berkeley have our own support group, right here on campus. This valuable resource is the Elder Care Program, part of CARE Services, the campus employee assistance program at University Health Services in Tang Center. The Elder Care Program offers confidential, free assistance for faculty and staff who are caring for parents or other adults, or anticipate doing so in the future.

Emanuelle (Em) Gomez, who heads up the program, specializes in elder/adult care, and prior to joining the UC Berkeley staff she worked as an elder care case manager. Gomez can answer questions, help set priorities, and refer faculty and staff to all sorts of resources. She can also offer personal support through one-on-one counseling.

The program offers free, confidential counseling, consultation, assessment, and referral to local and long-distance resources, as well as consultation for supervisors, managers and colleagues regarding faculty and staff who are experiencing stress and/or performance problems due to caregiving responsibilities. There's also a lending library with audio and video resources.

The Elder Care Program website, located at <http://www.uhs.berkeley.edu/facstaff/care/eldercare>, contains links to campus and community resources, such as UC Berkeley policies for faculty and staff with elder care responsibilities. Community resources include a wealth of links, including information on housing,

nursing homes, respite care, in-home support services, and long distance caregiving, with information provided by AARP, the Alzheimer's Association, and the Family Caregiver Alliance, and others. It's a great place for caregivers to start.

An Elder Care support group is available through the program. This monthly group provides mutual aid, support and sharing for caregivers of ill, disabled or elderly relatives and/or partners. It's a closed, ongoing group rather than a drop-in group, so those who are interested in participating, or exploring whether the group is right for them right now, should contact Gomez at for an individual orientation meeting.



The Elder Care program also offers a variety of workshops and lectures on many subjects. Most recently, I attended one called "Planning and Managing the Care of an Older Relative." Among the handouts I received was one titled "Face the Facts: Topics to Discuss Now with Your Aging Parents," which pointed out that, according to a recent survey, 30% of adults don't know where their parents keep important papers such as health insurance cards, financial statements or wills. It's a good idea to talk about these things before there's a crisis.

Other offerings during spring semester included a grief support group for adults who have lost a parent, a workshop on oral history, and a presentation about finances and catastrophic illness. During summer 2003, the program had a film series. That will not be the case for summer 2004, but Gomez advises that she has some excellent workshops lined up for fall 2004. Check the Elder Care Program website for schedules. Also, staff and faculty can subscribe to an online newsletter by contacting Gomez. Her phone number is 510-643-7754, and her e-mail address is emmgomez@berkeley.edu.

The program gives much-needed support as the faces of those we love get a little more wrinkled and their hair turns silver.

BSA Pilot Mentorship Program Launched

The dictionary defines a mentor as a wise and trusted counselor or teacher.

BSA is in the process of refining that definition. The pilot BSA Staff Mentorship Program is now fully underway, reports program chair Terry Downs, adding that 33 mentors and 13 mentorees are gearing up for the experience and are extremely excited about the opportunity.

The reception for mentors and mentorees was held on April 13 and offered the participants a chance to meet each other on a social level to set the stage for the informational interviews, which are to be conducted in the next month. Mentorees are asked to interview at least three potential mentors, and they, as well as the mentors, will turn in their top three choices ranked by preference.

On May 21 the ranking forms are due. The program committee will review the forms and match mentors and mentorees, giving people their first choices when possible.



Once the matches have been made, it will be up to the mentors and the mentorees to formulate an agreement as to what form their mentorship will take. The agreement is to be submitted to the committee, not to "check up" on them, but so that each of the parties will have clear expectations of each other.

The mentorship will continue from July 1, 2004 through June 30, 2005. The mentorees will meet during that time as a group approximately once a month, and the mentors may develop their own support group as well. According to program chair Downs, "All of the parties are overwhelmingly enthusiastic about the program, and I can't wait to see how it all turns out! I think it will be terrific."

Time to Renew BSA Membership

June brings more than summer sessions. It's also the time to renew your BSA membership. And it's a bargain at the annual rate of \$15.

BSA current membership is in the 300-plus range, according to Amy Ellison, who chairs the membership committee, who adds that BSA's last few events have netted new members. The first year as a BSA member is gratis, and the upcoming spring luncheon is an excellent opportunity to recruit new members.

Let those potential new members know that BSA sponsors regular noon-time programs on a variety of topics of interest to campus staff, such as the event featuring Vice-Chancellor Horace Mitchell on June 9. And as you'll see from Nancy Horton's report in this issue, BSA sends delegates from the Berkeley campus to the System-wide Council of UC Staff Assemblies (CUCSA) which provides a voice in decision-making on policies affecting the University system.

BSA's Excellence in Management Awards, an annual program established by BSA to give staff the opportunity of acknowledging excellent managers. And the organization provides an opportunity for staff to network with colleagues and make contacts.

For more information on BSA membership, check the links on the BSA website, or contact Amy Ellison at [Contact her at amyse@berkeley.edu](mailto:amyse@berkeley.edu).

Excellence in Management Awards Set for May 17

BSA's annual Excellence in Management (EIM) awards will be given out at a ceremony on Monday, May 17 at noon, in Chevron Auditorium at International House.

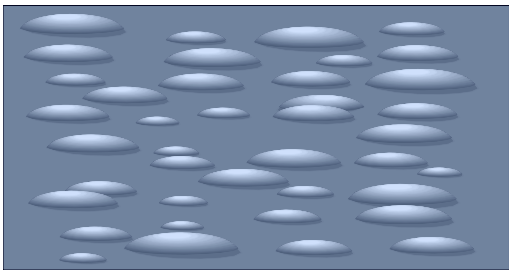
The EIM theme for 2003-2004 is "Excellence in Management: What It Means For You." This year the award is dedicated to the late Sally Bellows, who headed BSA's coordinating committee before her death in 2003.

The award is open to all levels of employees, with the proviso that nominees must have supervisory or managerial responsibilities of at least one year in their current position and must be nominated by at least one-half of the staff they supervise.

Committee co-chairs Annette Lewis and H. Faye Lawson advise that they have received over 32 nominations from staff supervised or managed by supervisor or managers that they feel define their personal definition of Excellence in Management.

It's Out-of-Site!

Admit it, you love popping bubble wrap. That satisfying pop-pop-pop as you squeeze the air out of the plastic. It's so much fun, and hey, what a stress reliever.



Don't have the real thing? Don't worry, you can go virtual. No evidence to dispose of.

BSA webmaster Clark Lemaux, a self-described web jockey, has created a feature on the BSA website called "Out-of-Site," links to the strange, the bizarre and the wonderful out there in cyberspace.

"These are just some of the very best sites that I have found during my surfin' days," Lemaux says. "Believe me, there is a lot of junk out there, but these are among the diamonds. Hope they are fun, useful, and/or interesting to some."

The virtual bubble wrap can be found in Lemaux's archived Out-of-Site links, and it comes under the heading of stress therapy

FYI, here's a list of the links:

News: <http://www.news.google.com>

Movies: <http://www.imdb.com>

Weather: <http://www.wunderground.com>

Loans: <http://www.bankrate.com>

How stuff works: <http://www.howstuffworks.com>

Stress therapy:

<http://www.urban75.com/Mag/bubble.html>

Tax forms: <http://www.irs.gov>

Museum tour: <http://hermitagemuseum.org>

Road trip: <http://www.caltrans.ca.gov>

Medical information: <http://www.healthfinder.gov>

Car shopping: <http://www.cars.com>

Catalogs: <http://www.catalogs.google.com>

Urban legends: <http://www.snopes.com>

California coastline: <http://www.californiacoastline.org>

Your editor suggests one of her own faves, Jon's World O' Squirrels (<http://www.gottshall.com/squirrels/>), which rates the Berkeley campus a high five-out-of-five squirrels (beating Stanford's four). Talk about stress therapy—you can't beat a squirrel session. Get a bag of peanuts, sit on a log in the Grinnell Nature Preserve and prepare to be mobbed.

But if you can't get out, pop that bubble wrap. Go on, you know you want to!

BSA Participates in Search for New UCB Chancellor

The search is underway for a new UC Berkeley chancellor to replace outgoing chancellor Robert Berdahl. To that end, an advisory chancellor's search committee has been formed, consisting of 17 people, including staff and faculty.

The university has hired a headhunter who has come up with a short list of candidates. Interviews were set to begin in April. UC system President Robert Dynes will make selection and the UC Regents will ratify the choice. The goal is to have a chancellor in place by July 1.

Coordinating Committee Seeks Nominees

BSA needs candidates for the upcoming election for new members of the BSA Coordinating Committee (CC), which this year has six open positions. Those elected will serve a regular three-year term (July 2004 through June 2007). All current BSA members are eligible (and any Berkeley staff member can join BSA). You are welcome to nominate yourself or other colleagues who would be interested in serving the campus in this capacity.

The BSA Coordinating Committee meets twice a month to discuss and act on issues of interest to Berkeley staff. One of the major advantages to participating in the CC is the opportunity to network with staff who share your commitment to making the campus a better place for all of us. CC members are part of a team, networking with staff, faculty, and administration in selecting topics on which to focus BSA energies and programs. Guests at past CC meetings have included Chancellor Robert Berdahl, Vice Chancellor Horace Mitchell (BSA's sponsor), Assistant Vice Chancellor David Moers, and other administrators, faculty, and staff to discuss current issues and events.

The CC also presents programs and seminars throughout the year, maintains the BSA website, and hosts social events for our membership. BSA sponsors the campuswide Excellence in Management Awards program, coordinates the PeerNet project, and sends Berkeley delegates to the Council of UC Staff Assemblies (CUCSA), a systemwide organization providing input on staff concerns to the Office of the President and the Board of Regents.

Individuals interested in serving must commit to attending CC meetings (held on the second and fourth Thursdays of the month, 12:10 to 1 PM), serving on one of BSA's subcommittees, and doing some committee work. This adds up to approximately 4-8 hours per month. Committee members are elected for three-year terms, for a maximum of two consecutive terms. As

noted above, this year we have six positions open for the term 2004-2007. A nominating committee member will contact each person nominated. The names of those who are willing and able to serve, along with a brief statement of their interests, will be placed on a ballot, which will be sent to all BSA members in late May.

Nomination deadline is Friday, May 7. Questions? Contact Terry Downs, Chair, 2004 Nominating Committee, at tdowns@berkeley.edu, or send nominations, including the name of the nominee, the nominee's job title and department, and the nominee's telephone and e-mail to: Terry Downs, via email at tdowns@berkeley.edu, or via campus mail to the Academic Senate, 320 Stephens Hall, MC 5842.

Toy & Food Drive Success

The holiday food drive conducted by BSA and BSFO was a resounding success, due to the efforts of those involved, including the staff in Mail Services and Central Receiving. The Alameda County Community Food Bank reported that the campus drive broke last year's record with a total of 2,295 pounds of food donated.

Upcoming Events

Parking Update April 26

Get the latest scoop on parking rates, proposed construction, and alternative transportation programs, with Nadesan Permaul, Director of Parking and Transportation, 12-2 p.m., 150 University Hall.

BSFO Dinner Dance May 8

Black Staff and Faculty Organization (BSFO) hosts a Dinner/Dance fundraiser, Celebrate Good Times! The date is Saturday, May 8, 7-12 p.m., at Hiram Hall, 8105 Capwell Dr., Oakland. Cost is \$30 per person.



All proceeds will go to support scholarships, programs and events for African-American students on the UCB campus and in the East Bay. For tickets, contact Laural Ballard, 2-2267, lballard@cp.berkeley.edu; Gwen Johson, 2-5130, gwen@berkeley.edu; Brenda Sweeney,

3-3459, bsweeney@berkeley.edu; or Angela Wade, 2-9348, awade@berkeley.edu.

BSA Spring Luncheon May 27

Bring on the hummus, babaganoush and dolmas!
BSA's spring luncheon is set for Thursday, May 27, from noon to 1:30 p.m., and organizer Christie McCarthy promises sumptuous foods from the Mediterranean!



This year the luncheon will be held in the newly-landscaped courtyard at Wurster Hall. At least Christie hopes so. She's got a back up reservation at the Morgan Hall Courtyard if Wurster doesn't work out.

The cost is \$12 per person. But you can take advantage of a two-for-one offer, and bring a friend for free, as long as your friend isn't a BSA member.

To pay in advance, please send a check (payable to BSA) to Christie McCarthy, School of Architecture, 232 Wurster Hall, #1800. Or e-mail Christie at chrismc@berkeley.edu to let her know you will attend, then you can pay at the door.

CalFest 2004 June 8

CalFest 2004 (Staff Appreciation Day) is set for Tuesday, June 8 from 2-4 PM. The theme of this year's event is "I am Cal." As in the past, BSA will have an information booth.

Horace Mitchell June 9

Vice-Chancellor Horace Mitchell is scheduled to speak to BSA on career mobility within UC, on Wednesday, June 9, 12-2 p.m., in 150 University Hall.

BSA Newsletter is published quarterly by Berkeley Staff Assembly, <http://bsa.berkeley.edu>. Production and printing donated by Ron Coley, Associate Vice Chancellor-Business and Administrative Services. Digital camera provided by Vice Chancellor Horace Mitchell. Submit editorial contributions to Janet Dawson, jgdawson@berkeley.edu. Subscriptions: Amy Ellison, amyse@berkeley.edu